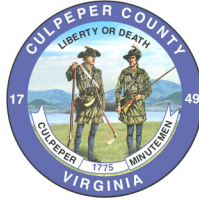Building Department
Culpeper County
302 N. Main Street
Culpeper, VA 22701
Culpepercounty.gov
(540) 727-3405 • FAX (540) 727-3461

PLAN SUBMISSION & APPLICATION COMMERCIAL

Plans

- **Do not submit any plans without the appropriate permit application, zoning permit, permit application with administrative fees. See Fee Schedule for appropriate fees.**
- Administrative Fee is based on square footage of project and required at time of submission.
  0-15,000 sq.ft. = $75.00   +15,000 sq. ft. = $250.00
- 24"X 36" Paper (11" x17" minimum **if to scale**)
- 3 sets of plans/drawings with a Site Plan that has been presented to the Town or County; preferably an approved set.
- Plans must provide a Use Group, Construction Classification, Code Used & Designer Info.
- Registered Designer Professional's **original** seal (if applicable) signed and dated.
- Scale, 1/4", large projects 1/8" scale is acceptable, paper size must be consistent.
- Building envelope compliance with 2003, 2006 International Energy Compliance Code (I.E.C.C.) which is a Com-Check. §802 and §502, respectively.
- Application must be Legible and completed in its entirety.
- Trade plans must be separated from building plans. Sets of 3 i.e., 3 sets Build; 3 sets Elec; 3 sets Plumb; 3 sets Mech, etc.
- If submitting trade plans you must complete the appropriate Trade Application with the plans at time the plans are submitted along with the appropriate Administrative Fee (see item 2 above).

Permit Application

- Town/County Zoning Permits must accompany building application.
- Indicate the specific Code used in design of plans.
- Pre-work required for change of use.
- Demolition permit: asbestos abatement required for structures built prior to **January 1, 1985. (Residential House to be Commercial Use) For example, Use Group R1-R2**
- Special inspection requirements are available by contacting Senior Building Inspector at the following email INSPECT@culpepercounty.gov or call (540) 727-3405.
- Retaining walls supporting 24" or more of unbalanced fill.

All Permits are subject to a 1.75% State Surcharge
May, 2009 State Surcharge will increase to 2.0%
Building Official reserves the right to assign fees not shown.